8 March 1985

MEMORANDUM FOR: Executive Officer, DDA

STAT

FROM:

Executive Officer, OL

SUBJECT: New Building Consolidated Library Facility

REFERENCE: Memorandum to Multiple Addressees from EXO/DDA, dated 1 February 1985, Same Subject

In order to assist the New Building Project Office in properly planning the library space for the Office of Logistics, the following information is keyed to paragraphs 3A and 3B of your memorandum.

a. Reference material required:

(1) Copies of all LIMS documentation
(2) OL Handbooks
(3) OF Handbooks relating to OL operations
(4) ICS Users Manual
(5) Procurement Division Management Information System Users Manual
(6) Contract Information System Users Manual
(7) Rapid Access Management Information System Users Manual
(8) INFO Users Manual
(9) Wang manuals for each feature/application available on the Alliance system
(10) Consolidated Federal Regulations (CFR's)
(11) Thomas Registry
(12) Federal Stock Class Identification List
(13) Federal Supply Specifications
(14) Agency Excess Lists

b. Materials or equipment that we presently use and would desire to have in the new library facility:

Microfiche readers

STAT

OL 0009-85

5 MAR 1985

MEMORANDUM FOR: Executive Officer to the DDA

25X1   **FROM:**
                                             Director of Security

25X1   SUBJECT: New Building Consolidated Library Facility

       REFERENCE: Memorandum from Executive Officer to Multiple
                       dated 1 February 1985; same Subject.

       1.   As requested in reference memorandum, this response
addresses the Office of Security's requirements for the
proposed consolidated library facility for the Directorate of
Administration and the Directorate of Science and Technology.

25X1

       2.   Since the Office of Security has not been programmed
for their own internal library space in the new building, this
consolidated library should be a resource for Office of
Security's administrative, technical, and reference materials
25X1   to support the Office's library needs.

       3.   Attached as Tab A is a listing of those reference
materials recommended for inclusion in the consolidated
library.   It should be noted that at the top of that list is a
suggestion to include a complete set of all Agency Headquarters
and Field Regulations, Notices and Handbooks.   Most of these
documents are classified and a distinct, separate area would be
25X1   needed to accommodate such material in the library.

       4.   Attached as Tab B is a listing of periodicals provided
by the Office of Security's Technical Security Division to be
included in this facility.   Also included is a Wang Alliance
Diskette which lists the reference materials that are
recommended for inclusion in the consolidated library. (The
reference materials are in a VM Cabinet called "REFERENCE
LIBRARY" OS/TSD/EPB" ID 86 on the Wang Alliance System.   The
records are categorized as Reference Material: title, author,
25X1   publisher, and publication date).

                                                        OS 5 2049

25X1
25X1

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25X1

5.   It is also suggested that a microfiche viewer and printer, a video recorder, and a Cannon NP 400 AE. plain paper copier be included in the library facility.

25X1

6.   If there are any questions please contact

25X1

Policy and Plans Group on black line extension

25X1

25X1

Attachments

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REFERENCE MATERIALS FOR OFFICE OF SECURITY

REPORTS, REGULATIONS, ETC.

°   **A complete set of all Agency and Office of Security
    Headquarters Regulations, notices and handbooks**

°   Church Committee Reports (i.e., The Final Reports of the
    Senate Select Committee to Study Governmental Operations
    with Respect to Intelligence Activities). Chief, External
    Activities Branch recommends obtaining the following
    reports from the United States Government Printing Office,
    Superintendent of Documents:

    > Report #94-755, Book I, "Foreign and Military
    > Intelligence," 1976

    > Report #94-755, Book III, "Supplementary Detailed
    > Staff Reports on Intelligence Activities and the
    > Rights of Americans."

SUBSCRIPTIONS

°   Studies in Intelligence - to include all back issues

°   Annual Review of Psychology - to include 10 years back
    issues

°   Psychophysiology - to include 10 years back issues

°   Congressional Staff Directories

°   Diplomatic Lists

°   State Department Biographical Reference Book

°   Telephone Directories:
        State Department
        Defense Department
        Federal Bureau of Investigation
        Energy Department
        Treasury Department

°   Haines Criss-Cross telephone directories for the three
    major counties in the Greater Washington area, i.e.,
    Montgomery, Prince George's and Fairfax

- Yearly subscription to "Yearly Drivers License Guide," Published by Drivers License Guide Co., P. O. Box 5305, Dept. 84, Redwood City, CA 94063

- U. S. Postal Zip Code Directory

- County Street Maps (Atlas) for District of Columbia, Maryland, and Virginia

- Current Domestic & International Airline Guides

- Field Coverage Schedule (FBIS publication)

- Publications Coverage Schedule (FBIS publication)

PUBLICATIONS

- Words and Arms: A Dictionary of Security and Defense Terms by Wolfram Hanreiden and Larry Buel

- Terror and Communist Politics: The Role of the Secret Police in Communist States by Jonathan Adelman (ed)

- Handbook of Problem-Solving Techniques for Intelligence Analysts - available on VM (OTE:Books)

- Inside the Criminal Mind by Stanton Samenow

- Encyclopedia of Espionage by (FNU) Seth

- Fundamental Statistics in Psychology and Education by J.P. Guilford (most recent edition)

- Non-parametric Statistics: For the Behavioral Sciences by Sidney Siegel

- General purposes atlases: World, D.C., area

- A geographical dictionary

- A general purpose set of encyclopedias

- Foreign language dictionaries (at a minimum English-Spanish, -French, -German, -Russian)

- Federal Rules of Civil and Criminal Procedure (2 Volumes), West Publishing Company

- A Guidebook to Freedom of Information and Privacy Acts, Clark Boardman Co., compiled and edited by Robert F. Bouchard

TECHNICAL SECURITY DIVISION

Magazine	Publisher
Defense Electronics	EW Communications Inc.
RF Design	Cardiff Publishing co.
MSN	EW Communications Inc.
Laser Focus	PennWell Publishing Co.
S&VC	Intertec Publishing Corp.
Electronic Imaging	Morgan Grampian Publishing Co.
Byte	McGraw-Hill Publishing Co.
Microwave Journal	Horizon House-Microwave Inc.
Microwaves & RF	Hayden Publishing Co.
Mini-Mico Sytems	Cahners Publishing Co.
Digital Design	Morgan Grapian Publishing Co.
Computer Design	PennWell Publishing CO.
Sytems & Software	Hayden Publishing Co.
Electronic Products	Hearst Business Communication Inc.
EDN	Cahners Publishing Co.
Electronic Design	Hayden Publishing Co.
Electronics	McGraw-Hill Publishing Co.
Computers & Electronics	Ziff-Davis Publishing Co.
Test & Measurement World	Interfield Publishing Co.
Electronic Packaging & Production	Cahners Publishing Co.
Circuit Manufacturing	Morgan Grampian Publishing CO.
Electronics Week	McGraw-Hill Publishing Co.

U N C L A S S I F I E D

Magazine	Publisher
EE	Verner Nelson Associates
New Equipment Digest	Penton/IPC
Communication News	Harcourt Brace Jovanovich
Electronic Component News	Chilton's
Integrated Circuits	Hearst Business Communication Inc.
Semiconductor International	Cahners Publishing Co.
Electronics Test	Morgan Grampian Publishing Co.
Sea Technology	Compass Publishing Inc.
On Communications	EW Communication Inc.
Security World	Cahners Publishing Co.
Security Systems Administration	PTN Publishing Corp.
The Office	Office Publications Inc.
Sensors	North American Technologies Inc.

U N C L A S S I F I E D

8 MAR 1985

MEMORANDUM FOR: DA Planning Officer

25X1

FROM:

Chief/Policy and Plans Group
Office of Security

25X1

SUBJECT: New Building Consolidated Library Facility

REFERENCES: A. Memorandum from Executive Officer to
Multiple dated 1 February 1985, same
Subject.

B. Memorandum from Director of Security to
Executive Officer dated 5 March 1985, same
Subject

1. Attached is an addendum to Reference B forwarded for
inclusion in the New Building Consolidated Library Facility
package. This information was inadvertently excluded from the
25X1 original package.

2. If you have any questions regarding the above, please
25X1 contact _____ Office of Security, Policy and
25X1 Plans Group on black line, extension
25X1

25X1

Attachment

25X1
25X1

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COMPUTER JOURNALS

FOR INCLUSION IN THE

NEW BUILDING LIBRARY FACILITY

TITLE: Desktop Computing
PUBLISHER: Wayne Green Publication

TITLE: Security Management
PUBLISHER: American Society for Industrial Security

TITLE: Computer Security Journal
PUBLISHER: Computer Security Institute

TITLE: Datamation

TITLE: The Washington/Northern Virginia Scanner
PUBLISHER: Institute of Electrical and Electronics Engineers
            (IEEE)

TITLE: Spectrum
PUBLISHER: Institute of Electrical and Electronics Engineers
            (IEEE)

TITLE: Cybernet News
PUBLISHER: Control Data

TITLE: Computers and Security
PUBLISHER: Official Journal of IFIP TC-11

TITLE: Computer
PUBLISHER: Institute of Electrical and Electronics Engineers
            Computer Society

TITLE: Microcomputing
PUBLISHER: Wayne Green Inc.

TITLE: Computers and Electronics

TITLE: Computer Decisions - The Management Magazine of
            Computing
PUBLISHER: A Hayden Publication

TITLE: **BYTE - The Small Systems Journal**
PUBLISHER: **A McGraw-Hill Publication**

TITLE: **Personal Computing**
PUBLISHER: **A Hayden Publication**

TITLE: EDN - Exclusively for Designers and Design Managers
            in Electronics
PUBLISHER: A Cahners Publication

TITLE: Security Industry and Product News

TITLE: Computer Systems Administration

TITLE: Data Processing and Communications Security

TITLE: Auditing the MVS Operating System
PUBLISHER: Electronic Data Processing Audit Controls and
            Security Newsletter (EDPACS); Automation Training
            Center, Reston, Va.

TITLE: The Total Computer Security Concept and
            Security Policy
PUBLISHER: Electronic Data Processing Audit Controls and
            Security Newsletter (EDPACS); Automation Training
            Center, Reston, Va.

TITLE: Controlling micros and Distributed Data Processing:
            Using the Central Support Group Approach
PUBLISHER: Computer Security - The Newsletter for Computer
            Professionals

TITLE: Cipher Newsletter: Review of 1982 Symposium on
            Security and Privacy; Limitations of Encryption to
            Enforce Mandatory Security; and Report on the 1982
            Symposium on Security and Privacy
PUBLISHER: Institute of Electrical and Electronics Engineers
            Computer Society (IEEE)

TITLE: Cipner Newsletter: Comments on Evaluating Trusted
            Systems; Government Standards for DES in Data
            Communications; and the FORMA Verification System
PUBLISHER: Institute of Electrical and Electronics Engineers
            Computer Society (IEEE)

TITLE: **Government Data Systems**
PUBLISHER: **United Business Publications, Inc.**

TITLE: Infosystems - The Information Systems Magazine
            for Management
PUBLISHER: A Hitchcock Publication

TITLE: Computerworld Buyer's Guide
PUBLISHER: CW Communications, Inc.

TITLE: Systems and Software
PUBLISHER: A Hayden Publication

TITLE: High Technology

TITLE: Computer Graphics and Applications
PUBLISHER: Institute of Electrical and Electronics Engineers
            Computer Society (IEEE)

TITLE: InterAct
PUBLISHER: HP 3000 International Users Group, Inc.

TITLE: IBM Systems journal - Computer Graphics
            (Volume 19 Number Three)
PUBLISHER: IBM

TITLE: IBM Systems Journal - Installation Management/
            Capacity Planning (Volume 19 Number One)
PUBLISHER: IBM

TITLE: Journal of the HP 3000 International Users Group,
            Incorporated
PUBLISHER: HP 3000 International Users Group, Incorporated

TITLE: SuperGroup Association - The Magazine for the HP
            3000 User
PUBLISHER: SuperGroup Association

**TITLE: Interrupt - The Newsletter of the HP 1000/3000
            international Users Group Inc.**
PUBLISHER: HP 1000/3000 International Users Group

TITLE: Insight - News from Digital Equipment Corporation
PUBLISHER: DEC

TITLE: Electronic Data Processing Audit Controls and
            Security Newsletter (EDPACS); Automation Training
            Center, Reston, Va. - Mailing List Security
PUBLISHER: The EDP Audit, Control and Security Newsletter

OTE 85-5016

MAR 1985

MEMORANDUM FOR: **Executive Officer to the DDA**

STAT

FROM:

Director of Training and Education

SUBJECT: New Building Consolidated Library Facility

REFERENCE: Memo to DTE from EXO/DDA dated 1 February 1985
same subject

1. The Office of Training and Education does not have
a requirement for space in a consolidated library facility
in the new Headquarters building.

2. We believe that all of OTE's requirements will be
met in a reorganized Self-Study Center. Any requirement
over and above that available in the Self-Study Center would
be minimal and probably incorporated into an existing library.

STAT

1 FEB 1985

MEMORANDUM FOR: Director of Communications
                 Director of Data Processing
                 Director of Information Services
                 Director of Finance
                 Director of Logistics
                 Director of Medical Services
                 Director of Personnel
                 Director of Security
                 Director of Training & Education

25X1   FROM:

          Executive Officer to the DDA

          SUBJECT: New Building Consolidated Library Facility

1. Approvals have been received from the Deputy Director for Administration (DDA) and the Deputy Director for Science and Technology (DDS&T) for a consolidated library facility to be located in the new Headquarters Building. The facility will be designed to store administrative, technical, and reference material to support all DA and DS&T offices scheduled to relocate in the new building. Additionally, the Office of Central Reference (OCR) is prepared to support the consolidated library and work with the individual offices in identifying library material they now store that should be maintained in the new building.

2. Planning for the approved consolidated library facility will affect the Offices within the DA as follows:

   a. The Offices of Training and Education and Medical Services are not being relocated to the new building, therefore will not have new library requirements. However, please review your reference materials and determine if it is appropriate to have copies of certain material available in the consolidated library to support other DA and DS&T needs.

   b. The Offices of Data Processing, Finance, Personnel, and Safety Staff have been allocated their own internal library space in the new building and will not be sharing in the consolidated library. However, these offices may also wish to provide specific reference materials to support the library. Please review and determine what materials, if any, would appropriately support the new library facility.

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c. The Offices of Communications, Information Services, Logistics, and Security have not been programmed for their own internal library space in the new building. Consequently, they will be sharing the consolidated library facility to support their own office as well as the other DA and DS&T components. As requested below, detailed information relative to materials and space will be required from these Offices to prepare for their inclusion in the new library.

3. In view of the above, the New Building Project Office has asked that each DA Office provide information which will assist in properly planning the library space for our Directorate. To meet this requirement, request all Offices provide the following information:

a. Furnish a complete list of all reference material, subscriptions, brochures, and legal documents you would like to have stored in the consolidated library facility.

b. What other materials or equipment do you now use or need to support your office function that you would like to have placed in the new library facility. The information provided for review should include any requirements you feel are necessary to support your Office's or the Directorates' library needs.

4. To assist in determining the above information,
25X1 _____ from the Office of Central Reference, will be
25X1 available for consultations. He can be reached on extension⎯⎯⎯⎯

5. Please send your response to me no later than COB on 8 March so I can provide a consolidated package to the New Building Project Office. While I realize in certain cases this may take some time and effort, it is vital to the programming phase for the new building. If
25X1 you have any questions regarding the above, please contact⎯⎯⎯⎯
25X1 ⎯⎯⎯⎯ DA Planning Officer, on extension⎯⎯⎯⎯

25X1

25X1   cc: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
        C/CIA Library

25X1 ⎯⎯⎯⎯⎯⎯⎯⎯ (30Jan85)
    Orig & 8 - Adses
      1 - DDA Subject
      1 - DDA Chrono
      1 - DDA/MS Subject   2
      1 - DDA/MS Chrono

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RESEARCH CENTER

COUNTER

CORRIDOR

LIBRARY 4TH FLOOR
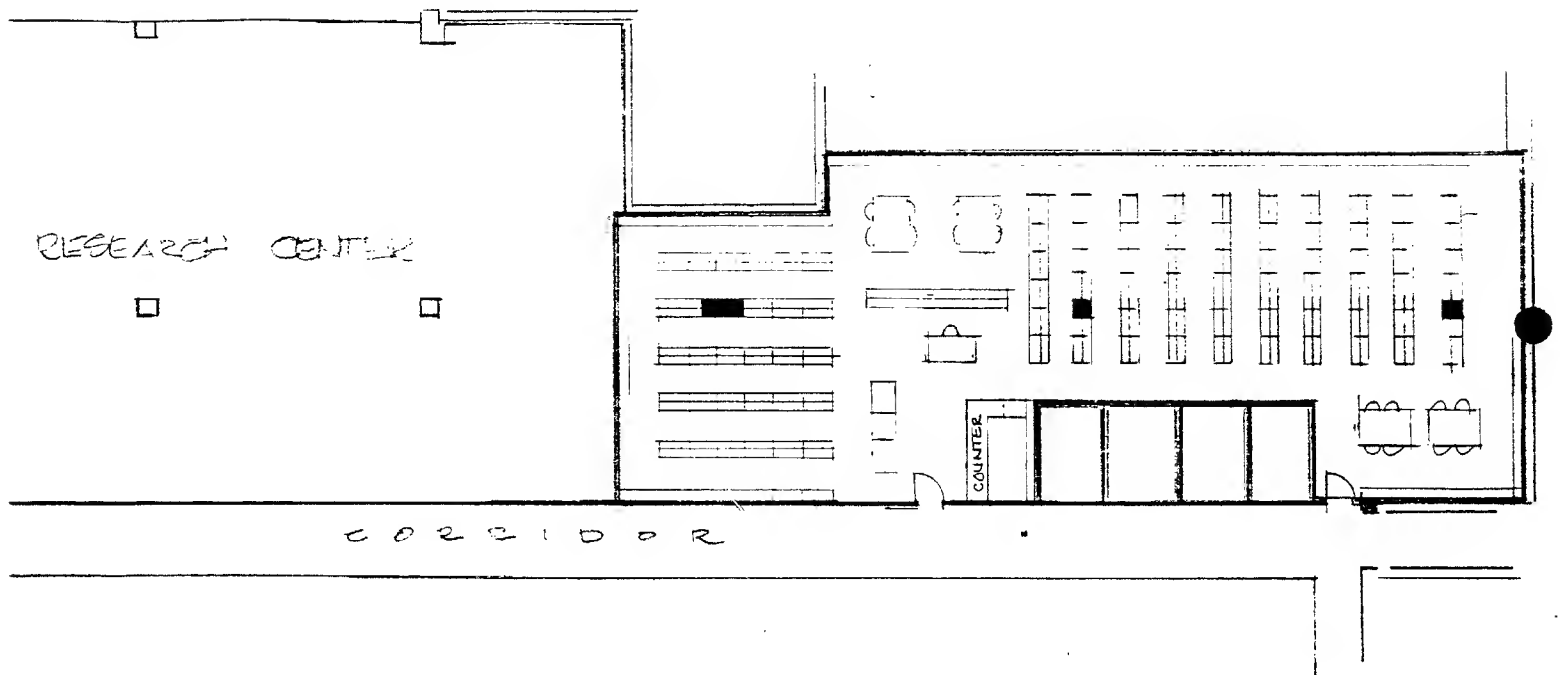
732 L.F CF BOOK STACKS =
5124 L.F OF BOOK SHELVES
28,000 To 31,000 VOLUMES OF BOOKS

Attachment B